



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Senior Finance Officer
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: Salary £29,249 - £35,938 p.a.
Hours	Full-time
Contract type	Permanent

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class [research](#) and [teaching](#). Research activities encompass core Computer Science, as well as [computational biology](#), [quantum computing](#), [computational linguistics](#), [information systems](#), [software verification](#) and [software engineering](#). The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

For more information please visit: <http://www.cs.ox.ac.uk/>

Job description

Overview

This is the third post within the finance research projects team and will be the finance lead within the finance project office reporting to the Department's Finance Manager. The senior finance officer role will be to monitor and provide finance knowledge and support to the two grade 5 finance officers, deputise for the Finance manager in times of absence and manage a portfolio of more complex projects. The Department currently holds in excess of 100 research projects with a total value in more than £32m. The research awards come from one or more of the UK or European Research Councils, UK or Overseas governmental organisations, the EU, UK and US charitable or commercial organisations.

Responsibilities

Grant Management

- Manage your own portfolio of research projects, including providing monthly reports, forecasting as required and monitoring spend of these projects.
- Develop and monitor a system for recording time sheets, ensuring that they are submitted to the finance office by researchers in a timely fashion, and ensure they are correctly completed and are in line with payroll.
- You will be responsible for contacting Research Services and monitoring the progress of all new grants set up, chasing when necessary, updating the new grants database with the current position of these new projects, and liaising with the Research

Facilitator, Finance Manager, Finance Officers and Departmental Administrator when required.

- Monitor all project reporting dates, in particular EU, ERC and Final expenditure statements, mid-term reporting and audits, advise these on dates, and timely reminders to the Finance Officers.
- You will be the person responsible for signing-off of these reports on behalf of the department.
- You will ensure that Principal Investigators have submitted their scientific reports within the deadlines allowed.
- You will monitor the overhead income to the department on a monthly basis and provide reports to the Finance Manager of this income.
- Monitor the EC official exchange rate and notify The Finance Manager and Departmental Administrator of this on a monthly basis.
- You will liaise with Research Accounts to ensure that any residual balances are credited to the correct departmental account and in a timely fashion.
- To monitor both the departmental pre-award and suspense accounts on a monthly basis and ensure all expenditure that can be charged to a project is done.
- Complete journals as required.
- To ensure that the departmental overhead income is credited to the department and that a monthly report is sent of this income is sent to the Departmental Administrator and Finance Manager.
- Standardise the research project management processes within the department and undertake regular reviews of current practices to ensure that all processes meet audit and University policy requirements and to ensure that the correct and relevant documentation is kept in the project files.
- To implement changes to the departmental processes for the management of the research projects following discussions with both the Departmental Administrator and Finance Manager.
- Maintain an up-to-date knowledge of sponsors' financial terms and conditions and ensure they are adhered to, informing the Finance Officers, Finance Manager and Departmental Administrator of any changes.
- Meet regularly with your portfolio of research project Principal Investigators to report on their project balances, and to provide support and advice on how best to use the funds within both the University and Sponsors' policies.
- Following discussions with The Departmental Administrator, Finance Manager and Finance Officers, instigating a new process for providing monthly P.I. reports online.

Staff Management

- You will responsible for supervising the 2 finance officers and reporting any issues which arise to the Finance Manager.
- To conduct any on-going and new procedure training requirements with the 2 Finance Officers that may be required.
- To be responsible for input into their annual appraisals conducted by the Finance Manager.

Other Duties

- To act as the Finance Manager's deputy when they are away from the Office and to maintain the day-to-day processes during their absence, by approving purchase orders, expense/reimbursement claims, payment request forms claims and deal with any queries from the Finance assistants that may arise during the manager's absence

- Take an active role in assisting the finance manager in the preparation for audit, month and year end procedures and self-assurance processes.
- Maintain confidentiality.
- Participate in University working groups and attend any departmental meetings which may be necessary.
- Conduct regular meetings with the Finance Officers and report to the Finance Manager any on progress and difficulties within the research finance office.
- Undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.

Selection Criteria

Essential

- Extensive and relevant financial accounting experience and either part qualified or working towards an accounting qualification such as ACCA or CIMA.
- An understanding of University research grant processes.
- Accuracy and attention-to-detail.
- Flexible approach and ability to problem-solve.
- Capable of explaining complicated issues or procedures in an understandable manner.
- Excellent IT Skills including advanced knowledge in the use of Excel.
- Ability to analyse, interpret and respond effectively to detailed written documentation.
- Excellent communication and written skills.

Desirable

- Previous experience in a similar role.
- Experience in the use of Oracle Financials.
- Experience in European Union Framework funding.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement

Salary and Benefits

Salary will be on the University grade 07S scale (currently Grade 7: Salary £29,249 - £35,938 p.a., pro rata depending on qualifications and experience). The post is department funded.

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing

over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Candidates must also ask their referees to consider this job description and email their reference directly to **job08@cs.ox.ac.uk** or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date. You will also be asked to provide reference details as part of the online application process and will be asked to indicate whether you are happy for us to contact your referees directly should they not provide a reference by the stated closing date.

Should you experience any difficulties using the online application system, please email **recruitment.support@admin.ox.ac.uk**

To return to the online application at any stage, please click on the following link **www.recruit.ox.ac.uk**

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.